

Application Phase

- The City will announce funding availability for the Housing Rehabilitation Program.
 - Loans will be available for up to \$15,000 per building with the option to increase to a maximum of \$25,000 if the CIP Planner has identified extenuating circumstances that are found to pose a serious and immediate threat to the health and safety of the occupants.
- The application period will commence following the funding announcement with submission deadlines detailed on the application.
- Interested Property Owners of single family or multi-family homes (4 units or less) within the City of Manchester are required to fill out an application package and submit it to the Planning & Community Development Department – CIP Division prior to the closing date.
- Property Owners are required to remit completed applications with the required back-up to verify household income and property eligibility. *Incomplete applications will not be evaluated or accepted.*
- The CIP Planner will review the application to determine eligibility in these areas:
 - Income – Owner and residents of the building are required to document household income with a copy of a current tax return, one month of paystubs and/or documentation for miscellaneous forms of ‘other’ income (interest on savings or investment accounts, Social Security, Disability, Child Support, Veteran’s Pension, Retirement/Pension, Social Service assistance). All housing units to be assisted must document an annual household income of 80% Area Median Income or less as determined by the US Dept. of Housing and Urban Development (DHUD).
 - Property Status – The Property Owner is required to provide specific records that prove the property is in good standing with all City of Manchester accounts. Specific accounts to be reviewed are: Property Tax, Water and Sewer. The Property Owner must submit current copies of each bill and payment record with their application. The Building Regulations Division of Planning and Community Development will need to be contacted to obtain permit information and ensure any permits obtained for the property were properly inspected and satisfactorily closed. If a property is delinquent in any area mentioned above, the Property Owner should address the situation prior to applying or else the property will not be eligible to receive funding. In addition, the City wants to ensure the property is in good financial standing and therefore requires a copy of the current mortgage statement. If the property is currently enrolled in a modification process with their financial institution and has shown to be up to date with those payments, the

property would be deemed eligible. If mortgage payments are past due and modification/re-structure has not been pursued, the property will not be considered eligible for the program.

- Proof of Ownership – The Property Owner is required to provide specific records that prove ownership and principal residence of the property. Specific items include: Tax Bill or Deed and statement showing current property insurance.
- Upon conclusion of the review there are two potential outcomes:
 - The application is complete as submitted and deemed eligible to move to the Enrollment Stage.
 - The application is incomplete or lacking the adequate back up to verify the eligibility criteria listed above; therefore the application is incomplete and will not be evaluated further.
 - The applicant will receive a letter of rejection stating the reason why the application was not evaluated further.

Enrolled Phase

- The CIP Planner will conduct an Environmental Review on all properties with completed applications and follow the guidelines below:
 - If the project is considered covered under the City's standing Programmatic Agreement with the State Historic Preservation Office (SHPO), the process will move forward immediately.
 - If the project is outside the parameters set forth under the Programmatic Agreement, photos of the property will be taken and a SHPO Property Inventory form will be completed and submitted to SHPO for their review. Once the Property Owner selects a contractor, their proposal would be provided to SHPO as back-up to the request. The determination received from SHPO will either allow for the project to move forward as planned or will require alterations to the winning proposal to address Historical Preservation needs.
- Eligible project applications are further reviewed by a CIP Planner to assign a preliminary prioritization ranking based on the following criteria as they apply to the Property Owner and the application as submitted:

Household Characteristics:

- **Special Needs/Disabled (20 points)**

Disabled is defined as a person who has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), or is determined to have a physical, mental, or emotional impairment that is expected to be of long continued and indefinite duration. This disability must substantially impede his/her ability to live independently, and be of such a nature that such ability could be improved by more suitable housing conditions. A disabled person is also defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(5)).

- **Elderly (20 points)**

Elderly is defined as 62 years of age or older.

- **A minimum of (1) child under 12 (10 points)**

Current Income Limits as defined by US Dept. of Housing and Urban Development (HUD):

- **Family household income equal to or less than 30% of Area Median Income (15 points)**
- **Family household income between 31% - 50% of Area Median Income (10 points)**
- **Family household income between 51% - 80% of Area Median Income (5 points)**

Households exceeding 80% Area Median Income are not eligible for this program

Designated Targeted Areas as defined by the City (see attached Map):

- **Project address is located within designated target area (10 points)**

Housing Rehab Needs:

- Units in need of repairs that will prevent people from living there and that address major code violations and / or health and safety hazards (ex. Sewer leaks or blockages, porch deterioration, structural issues, roof leaks, inoperative heat or hot water systems, any areas of a structure that needs a major renovation, etc.). **(20 points)**
- Units in need of repairs that will not prevent people from living there and that address secondary code violations and / or health and safety hazards (ex. Surface defects such as paint issues, worn/torn flooring, minimal amounts of exterior siding cracked/missing, windows needing repair, defective electrical/plumbing fixtures, etc.). **(15 points)**
- Units in need of assistance to improve energy conservation using Energy Star guidelines recommended by HUD (ex. Replace windows or insulation). **(10 points)**

Cosmetic repairs are considered ineligible for this program.

- The preliminary ranking assessed to the projects will dictate the order in which further evaluation will take place. The three projects with highest point totals will receive an inspection by the City's Construction Manager to document the deficiencies.
- Upon inspection completion, the Construction Manager will generate a work scope that addresses the identified Housing Code violations. The violations assessed will be based on the City of Manchester's Housing Code. They will be compared to the list given by the Property Owner at the time of application. The scoring of the application will be adjusted by a CIP Planner based on this comparison.
- The Construction Manager will produce an in-house cost estimate to address the deficiencies detailed in the Work Scope. The estimate will be based on the Construction Manager's experience, current industry standards, and local market conditions.
- The applicants that did not receive one of the top five scores will receive a letter detailing their scoring and placement among other applications received. It will also explain that if the projects selected should come in under budget or not move forward for any number of reasons, their project may be selected in the future. Unsuccessful applicants will be encouraged to apply for future funding opportunities.
- The project with the highest score will be notified with a pre-approval letter detailing the following information: Work Scope, pre-approval allowing the Property Owner to obtain contractor bids and City expectations for project progress.
 - The Work Scope will identify the major and minor violations to be addressed in order for the dwelling to be deemed in compliance with the City of Manchester's Housing Code.
 - Using the Bid Document prepared by the Construction Manager, the Property Owner will work with the Construction Manager to obtain a minimum of (3) three bids from separate qualified, licensed Contractors that will address the violations

- listed. For projects involving multiple trades, bids may be solicited from pre-qualified General Contractors if appropriate.
- The City maintains a list of pre-qualified Contractors which can be provided to the Property Owner to assist in selecting a reputable, licensed Contractor. An Invitation to Bid to solicit pre-qualified contractors will be advertised annually.
 - If the Contractor furnishing the quote has not been pre-qualified, they must submit their application immediately after submitting their quote. (Application is included as Attachment A) If the Contractor is approved, their quote will be considered valid. If the Contractor does not seek qualification with the Program or is denied qualification, their quote will not be considered valid and will not contribute to the 3 quotes the Property Owner must obtain for proper competitive bidding procedures.
 - Upon project completion, all major and minor violations will need to be addressed.
 - Any violation that the Property Owner chooses to complete independently of the City's project funding or is ineligible for funding will need to be completed in a satisfactory matter within 30 days of the pre-approval letter. This work will be inspected by a City Inspector prior to commitment of project funding.
 - If the Property Owner does not address the areas they commit to within 30 days of the pre-approval letter, the property will be disqualified from the program and receive no funding.
 - The Property Owner has 30 days from the pre-approval letter to complete the following tasks:
 - Work with the Construction Manager to select a minimum of 3 licensed, qualified Contractors that have received a pre-approval through the City's Program to submit bids to correct the deficiencies identified in the Bid Document. In some instances, projects involving multiple trades cannot be completed by one contractor and require additional licensed professionals in specific trades. In that instance, the General Contractor will be responsible for selecting subcontractors to complete this work and must include their costs in the bid furnished to the Property Owner.
 - Complete work on any violation not being addressed by the Contractor and have it inspected by the proper City Inspector for acceptance of satisfactory completion.
 - The City's Construction Manager will hold a contractor walk through with a minimum of 3 bidders and the Owner to ensure bidders are adequately addressing the deficiencies described in the Work Scope utilizing the City's Construction Standards - General Conditions. A public bid opening date will be established, contractors will be required to submit bids to the Planning Department on or before that date and the bids will be opened and read in public on that date.

- The City's Construction Manager will review the bids (a minimum of 3) and the contract will be awarded to the lowest qualified bidder. The City maintains the right to re-bid the project when bids exceed 10 percent of cost estimates.
 - ⊖ The City will only reimburse eligible project costs detailed on the bid submitted by the lowest qualified Contractor.
- The City will draft several contractual documents and email them to the Property Owner and Contractor establishing a closing date for all parties to come in and sign:
 - Repayable Loan Agreement – The Property Owner is accepting the City's repayment terms associated with the loan, Program policies and post completion compliance requirements.
 - Contractor Agreement – The agreement between the Property Owner and the Contractor outlining the scope of work, price and schedule.
 - Loan Disclosure – The Property Owner agrees to the terms of Loan. Loan terms will be determined by the household income of the Property Owner. The two income levels that will determine the repayment terms:
 - At or below 60% of the Area Median Income - Full repayment of the 0% interest loan to the City of Manchester will be due upon sale or transfer of the property.
 - 61-80% of the Area Median Income – The 0% interest loan will be re-paid annually to the City of Manchester for a maximum term of 15 years. Annual payments to commence 12 months from certificate of final inspection and acceptance date.
 - Mortgage Deed – The Property Owner will sign to facilitate recording the Deed at the end of the project.
- At closing, a project schedule will be reviewed and agreed upon by the City, Property Owner and Contractor. Schedule will include start date, any major progress deliverables and end date.
- The Contractor will be given the Section 3 and MBE/WBE forms to fill out and return prior to completing the job.

Construction Phase

- Any additional work identified after the Closing will need to be reviewed by the CIP Planner and Construction Manager. In most cases, costs which exceed the original contract amount will be the financial responsibility of the Property Owner.
- The Contractor will not be issued a Notice to Proceed until a copy of the Building Permit has been remitted to the Construction Manager.
- Once the Building Permit has been received, the Construction Manager will issue a Notice to Proceed.
- The Property Owner is to contact the Construction Manager once work has been completed by the Contractor and submit the Contractor's invoice. The Contractor is responsible for contacting the appropriate City Inspector to review the work and close out the Building Permit that was initially applied for prior to the final payment inspection by the Construction Manager and City's Code Enforcement Officer.
- The CIP Planner will review the Contractor's invoice and coordinate an inspection by the City's Construction Manager and Code Enforcement Officer to examine the work and collect signatures on the payment form from the Property Owner, Contractor, Construction Manager, and CIP Planner signifying satisfactory completion of work and approving the Contractor's payment.
- All payments disbursed will be for completed work. No payments will be made for partial completion, pre-payment for materials, etc.
- All final inspections must be completed prior to release of payment.

After Completion/Compliance

- Each project receiving over \$2,000 will have a lien recorded on the property at the Hillsborough County Registry to ensure compliance with the Terms and Conditions of the Repayable Loan Agreement. The Loan will be secured by a mortgage deed, which will be discharged upon the successful completion of the Compliance period. A mortgage discharge will be executed by the City, but it is the responsibility of the Property Owner to file it with the Hillsborough County Registry of Deeds.
- Subordination will only be granted in the event that the owner is refinancing to get a lower monthly rate and there is no cash being taken out. If an owner is taking out cash to make improvements to the property that will be considered. All requests are reviewed and subject to approval by the CIP Committee and Board of Mayor and Alderman.
- Routine monitoring and inspections are conducted by Staff to ensure that Property Owners continue to comply with the Program Requirements.
- Property Owners agree to the following restrictions on assisted units for a period of three years following the completion of the housing rehabilitation activities:
 - Rent all units to households at or below 80% Area Median Income as defined by HUD
 - Rent all units at or below Fair Market Rents as defined by HUD. The City has adopted the Fair Market Rent limits published by the Department of Housing and Urban Development as its determination for 'affordable rents.'
 - If unit turnover should take place, the first two restrictions will be imposed on the prospective tenants
 - Property Owners must remain living in the property as their principal residence for the duration of the three years.
 - CIP Staff will conduct an annual monitoring through mail to ensure that the Property Owner is adhering to the restrictions listed above.

Grievance Procedures

If a dispute should arise between parties involved (Property Owner, Contractor, or Construction Manager), resolution will be attempted at the following levels: a) meeting of Property Owner, Contractor, and Construction Manager, and/or, b) filing of a grievance with the CIP Coordinator.

Attachment A

**CITY OF MANCHESTER
HOUSING REHABILITATION AND
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM**

CONTRACTOR PRE-QUALIFICATION FORM

The following information will be used to pre-qualify contractors to bid on projects. Eligible contractors will be added to a contractor list used by the program and given property owners. Property owners will use this list to choose contractors to bid on their job. Please fill out as completely as possible to assist with their selection.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: () _____ Fax Phone No.: () _____

Number of Years in Business: _____ Specialty: _____

Contact Name: _____

Title: _____

Cell Phone No.: () _____ Email Address: _____

Please list all licenses and license numbers the company holds. Attach additional sheets as necessary.
Copies of licenses shall be made available upon request:

License: _____ License No.: _____

License: _____ License No.: _____

License: _____ License No.: _____

License: _____ License No.: _____

Please provide three vendor references and three customer references:

Business Name: _____ Phone No.: () _____

Business Name: _____ Phone No.: () _____

City of Manchester Housing Rehabilitation Program

Policies and Procedures

2016

Business Name: _____ Phone No.: () _____

Customer Name: _____ Phone No.: () _____

Address: _____ Amount: \$ _____

Customer Name: _____ Phone No.: () _____

Address: _____ Amount: \$ _____

Customer Name: _____ Phone No.: () _____

Address: _____ Amount: \$ _____

Please provide the following insurance information. Copies of insurance certificates shall be made available upon request:

| | Policy Number | Amount | Expiration Date |
|-------------------|---------------|--------|-----------------|
| Workman's Comp. | | | |
| General Liability | | | |
| Vehicle | | | |

Please list any pending claims against your company: _____

Please provide a statement summarizing your company's qualifications for working on projects funded through the City's Housing Rehabilitation and/or Lead Hazard Reduction Demonstration Program. Also, please provide any additional information about your company: _____

Please provide current jobs you are working on now or have scheduled to start in the next thirty days and the dollar value of these jobs:

City of Manchester Housing Rehabilitation Program

Policies and Procedures

2016

I certify that the statements made and information supplied are true and complete to the best of my knowledge. I understand that knowingly providing false or incomplete information is unlawful and can lead to prosecution for fraud. I authorize the agents of the City of Manchester's Housing Rehabilitation/Lead Hazard Reduction Demonstration Program to verify the information supplied on this form. I understand that if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, property owner, or other parties are found to be unsatisfactory, the City of Manchester may remove the company name from the list of selected contractors without notice.

Company Representative's Signature

Date

Attachment B

City of Manchester,
Housing Rehab Program Target Area

